

Rural Utah Child Development Job Opening Announcement

Position is open to the community at large and “in house” to parents, current substitutes, temporary, regular employees and regular non-parent volunteers. Job opening announcements are being sent out to parents and staff.

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| Position: | Site Manager / Classroom Support |
| Location: | RUCD Head Start (Wellington Elementary), 250 W 200 N, Wellington UT 84542 |
| Work hours: | 8 hours per day, 5 days per week, Monday through Friday |
| Salary Range: | Starting at \$15.18 per hour; additional education will be considered in pay rate |
| Job Summary: | <ul style="list-style-type: none">● Actively locates and informs families within the recruitment area of the availability of program services, and provides encouragement and assistance in applying for admission to the program.● Supports family well-being, including family safety, health and economic stability, to support child learning and development, and to foster parental confidence and skills that promote the early learning and development of their children.● Responsible for the supervision and upkeep of RUCD property to ensure that the facility is well maintained and in compliance with regulatory requirements.● Generates, collects, verifies and submits in-kind contributions to meet matching requirements and comply with regulation.● Works with teaching staff to established classroom practices and ensure a safe, secure, nurturing, welcoming, fun filled learning environment for preschool children● Ensures visual active supervision of children in the classroom and outdoors when fulfilling classroom support duties.● Must have good observation and assessment skills including being able to administer screening and assessment tools, and keep accurate records. |
| Requirements: | <ul style="list-style-type: none">● High school diploma or equivalent. Previous experience in HS/EHS, as well as advanced training/certification or post-secondary degree in human services or a health-related field is preferable.● Family Development Certification/CDA within eighteen months of hire.● Ability to create a document in Word and do basic word processing, create Spreadsheets (Excel), scan/fax/email, utilize Google applications (Hangouts, Docs, Sheets, Forms), utilize video and audio conferencing, business messaging and webinars (WebEx, GoToMeeting), and learn industry-specific software (ChildPlus).● Strong leadership experience with the ability to work with parents, teachers, and community partners.● Excellent communication skills; must be able to set clear expectations and give/receive feedback clearly and effectively.● Pass a background criminal investigation register check and drug screen.● Possess a driver’s license in the State of residency, have reliable transportation, and maintain required insurance coverage.● Pass a physical examination and Tuberculin Skin Test (TB) at time of hire and every 4 years thereafter.● Occasional travel for overnight and extended trips for training and/or monitoring. |
| How to apply: | <ul style="list-style-type: none">● Applications are available on our website (www.rucd.org), click on the employment opportunities link. OR Dept. of Workforce Services. Full job description available upon request.● Applications will be accepted until 5pm on Friday, June 21, 2019.● Please send completed applications by email to jjustice@rucd.org● For further information, please contact Julie Justice at the email above or call 435-630-1350. |

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